

PARLIAMENTARY PROCEDURE



PACMUN  **2012**

at the American School of Paris

March 23rd-25th 2012



PREAMBLE

WE THE PEOPLES OF THE UNITED NATIONS DETERMINED

to save succeeding generations from the scourge of war, which twice in our lifetime has brought untold sorrow to mankind, and

to reaffirm faith in fundamental human rights, in the dignity and worth of the human person, in the equal rights of men and women and of nations large and small, and

to establish conditions under which justice and respect for the obligations arising from treaties and other sources of international law can be maintained, and

to promote social progress and better standards of life in larger freedom,

AND FOR THESE ENDS

to practice tolerance and live together in peace with one another as good neighbours, and

to unite our strength to maintain international peace and security, and

to ensure, by the acceptance of principles and the institution of methods, that armed force shall not be used, save in the common interest, and

to employ international machinery for the promotion of the economic and social advancement of all peoples,

HAVE RESOLVED TO COMBINE OUR EFFORTS TO ACCOMPLISH THESE AIMS

Accordingly, our respective Governments, through representatives assembled in the city of San Francisco, who have exhibited their full powers found to be in good and due form, have agreed to the present Charter of the United Nations and do hereby establish an international organization to be known as the United Nations.

Resolution Writing

Resolutions are thus a means for the UN Organization to express itself and pressure its member states to act in a lawful manner, in accordance with the Charter and the principles of the UN. In all forums, except the Security Council, a resolution is a non-binding advice to all member states. **Only the Security Council** can decide to take action and force member states to implement a resolution.

A good resolution will deal with the main issues of the conflict and call upon countries to take concrete action to resolve the problem. Draft resolutions are one long sentence in two parts: the preamble and the operative clauses.

First, delegates explain the nature of the problem. This happens in the so-called **perambulatory clauses**. It is important to ensure that all background information to the problem; argumentation and reasoning behind the calls for action are included in the preamble. The operative clauses consist of expressions of will and calls for actions that need to be taken to solve the problem.

The preamble to a resolution does not make any specific proposals, but is used to back up the operative part of the resolution. In the preamble, previous UN resolutions are included and relevant precedents of international law are cited. Perambulatory clauses should specifically refer to factual situations or incidents regarding the issue. The preamble may also include appeals to the common sense or humanitarian instincts of members with reference to the Charter or the Universal Declaration of Human Rights. Each clause begins with an underlined perambulatory phrase and is followed by a comma. For Example:

Affirming the responsibility of the UN, as stipulated in the UN Charter, Chapter 1, Article 1, to maintain international peace and security,

*The phrases below can be used to start a **perambulatory clause**:*

Acknowledging	Deeply disturbed	Having	Observing
Affirming	Deeply regretting	considered	Pointing out
Alarmed by	Desiring	further	Reaffirming
Approving	Emphasizing	Having devoted	Realizing
Approving of	Expecting	attention	Recalling
Aware	Expressing its	Having examined	Recognizing
Aware of	appreciation	Having heard	Referring
Bearing in mind	Expressing its	Having received	Reminding
Believing	satisfaction	Having studied	Seeking
Cognizant of	Fulfilling	Hoping	Taking into
Confident	Fully alarmed	Keeping in mind	account
Congratulating	Fully aware	Noting further	Taking into
Contemplating	Fully believing	Noting with	consideration
Convinced	Fully deploring	approval	Taking note
Declaring	Further recalling	Noting with deep	Viewing with
Deeply	Guided by	concern	appreciation
concerned	Having adopted	Noting with	Welcoming
Deeply conscious	Having	regret	
Deeply	considered	Noting with	
convinced		satisfaction	

Delegations must also write the **operative clauses of the resolution** – those clauses that propose action by any UN entity: these are the clauses that will be debated. Operative clauses must begin with an operative phrase which should be underlined, numbered, and indented more than the perambulatory clauses. For example

1. Requests nations to send armed forces under UN command to relieve the US Army of its responsibilities in Iraq;

Operative Phrases

The phrases below may begin an operative clause:

Accepts	Expresses its	Seeks	Security Co.
Affirms	hope	Strongly affirms	Only:
Approves	Further invites	Strongly	Condemns
Asks	Further	Strongly urges	
Authorizes	proclaims		
Calls for	Further		
Calls upon	recommends		
Congratulates	Further		
Confirms	requests		
Declares	Further resolves		
accordingly	Hopes		
Deplores	Invites		
Designates	Proclaims		
Encourages	Proposes		
Endorses	Recommends		
Expresses its	Regrets		
appreciation	Requests		



A Sample Resolution on the Northern Ireland

The All-Party Committee for Northern Ireland,

Recognizing the legitimate national aspirations of both Nationalists and Unionist,

Aware of the historical, religious, social and political origins of the conflict,

Welcoming the agreement reached on Good Friday 1998,

Congratulating all parties involved

Convinced the Good Friday agreement can lead to lasting peace,

Deeply Disturbed however, by the lack of social progress being made in the N. Ireland Assembly,

1. Urges all parties to enter into serious and meaningful dialogue with each other;
2. Calls for the all-Ireland Council to be convened as quickly as possible;
3. Further calls for the immediate decommissioning of all weapons held by paramilitary groups;

Debate

A debate is a form of negotiating in which all parties seek a solution to a problem beneficial to all. All parties should have sufficient background information about the issues discussed in order to quickly respond to questions and comments. A debate is a formal way of discussing. It is therefore important for you to be familiar with the appropriate phrases and vocabulary.

General rules debate

- Respect the decisions of the Chair. The decision of the Chair is final.
- Only the Chair, a member of the house recognized by the Chair for a point, or the speaker holding the floor has the right to speak.
- All speakers, including those raising points, must stand when speaking and address the Chair first (“honorable Chair”).
- The Chair may, if needed, extend or reduce debate time or speaking time and limit the number of points of information.
- Except by a decision of the Chair, there will be no suspension of the rules or changes in the order of debate.
- Insulting or abusive language is not allowed.



Important Terms:

Chairs People who run the debate

Floor Place where delegates go to talk

Delegates Representatives of a country or organization who debate

Resolution Solution to a topic; resolutions are debated and voted on

Operative clauses Paragraphs (numbered) in a resolution saying what you will debate

Preamble Paragraphs at the beginning of a resolution outlining what the problem is and what has been done in the past

Submitter Country which writes the resolution

Co-submitters Countries which sign the submitter's resolution

Lobbying Getting people to support your resolution i.e. co-submit it

Committee Part of UN in which the debate takes place

General Assembly Committee involving all delegates from all countries (only in bigger conferences)

Abstaining Being neutral - not voting for or against a resolution; you can't abstain from voting on amendments

Dividing the floor / house If a vote is particularly close the chairs can ask people who abstained to choose one way or another



Yielding Giving the floor to somebody else

Point of information Questions asked after a speaker has finished his/her speech

Point of personal privilege What you shout out if you can't hear what's going on

Point of Order What you shout out if something someone says is against the UN Charter

Amendment In time against a resolution you can submit one of these to change, add or delete an operative clause.

Interrupting of speeches

During debate, a speaker is only to be interrupted if a delegate is not able to hear the speaker. This request to speak up is a **point of personal privilege**. To make a point, a delegate has to raise its placard. When the Chair calls the name of the delegation ('recognises' the delegate), the delegate has to stand up and state his point.

Raising of points

In MUN debates several points can be raised:

Point of Personal Privilege

Used when a delegate is not able to hear the speaker. This point could also refer to other discomforts, for example a room being too warm. Only a point of personal privilege relating to the ability to hear a speaker can interrupt a speech.

Point of Order

Used when a delegate requires clarification from the Chair concerning rules of procedure or when a delegate feels that a mistake has been made in the order of debate.

Point of Information

Can be directed to the Chair or the speaker having the floor, if he is open to points of information. Points of information must be officially recognized by the Chair. The point is to be formulated as a **question**, but an introductory statement is allowed. Points of information are not always used to gain information from the speaker, but can also be used to state a point in the form of a question without having the floor.

Point of Parliamentary Enquiry

A point directed to the Chair concerning a recent decision made by the chair. This point can be used when a delegate feels that the chair has broken the rules of procedure or made a mistake which is important to the debate.

Answering points of information

The speaker can reply to a point of information in any way he wishes. A simple yes or no answer would however be inappropriate, as it is a waste of opportunity to state an opinion.

Yielding the floor

In formal debates a delegate has three options:

- To yield to the Chair: after the speech the delegate returns the floor to the Chair
- To yield to questions: delegations can ask questions to the speaker.
- To yield to another delegate: a second speaker supporting the first speech is given the opportunity to speak. Permission to yield to another delegate is given at the Chair's discretion.

Motions

Motions are made without letting the Chair know who you are. When other delegates agree they will call out: 'Second!' If they disagree, they will say 'Objection!' If there are no seconds from the house, the Chair overrules the motion.

Motion to go into time against

This motion is a request to stop the debate in favor of the resolution or amendment to be able to discuss points against it.

Motion to go directly into / move directly into voting procedures

This motion is a request for the house to vote on the resolution at hand. This is especially when debating time has not yet elapsed, but it is felt that all main points have been said. If there are no objections, the house will vote.

Motion to extend debating time

This motion is a request to increase the current debating time. This motion is used when delegates feel that more needs to be said about this resolution before moving into time against or voting. If the Chair entertains the motion, debate time will be extended.

Motion to divide the house (or call for a division of the house)

If there is a very small difference between the number of votes in favor and against a delegate could ask for a recount. If the Chair agrees, he will ask every delegation to call out their vote one by one. When there is a division of the house, abstentions are not allowed.

Motion to go to unmoderated caucus

If during the debate a delegate needs to consult other delegates in his forum about a matter concerning the present debate, that delegate can call for a "Motion to go to Unmoderated Caucus". This means that the debate temporarily stops and that delegates are given the opportunity to lobby. The final decision lies with the Chair to approve it. The Chair will also set the time allowed to lobby.

The rules of debate are suspended and delegates are able to gather in groups and freely discuss and write with one another. Normal time for such a break in proceedings is 5-10 minutes.



Parliamentary Procedure 101

Say this	To do this?	Can I Interrupt?	Decided by
Point of Order	Object to procedure	Yes (Not during a delegate's speech)	Chair
Point of Personal Privilege	Complaint about noise, room temp., etc.	Yes (Due to Audibility)	Chair
Point of Inquiry	Request Information from the chair	No	Chair
Point of Information	Question the speaker through the chair	No	Chair
Motion to...	Introduce a draft resolution, call for voting and other procedures	No	Majority Vote
Motion to have a moderated debate (caucus)	Debate among delegates with the assistance of the moderator	No	Majority Vote
Motion to divide the house	To vote by roll call and not with placards (normal procedure).	No	Majority Vote
Motion to introduce a draft resolution	Introduce a draft resolution to the committee for debate	No	Majority Vote
Motion to amend the draft resolution	To vote for changes or additions to specific parts of the resolution	No	Majority Vote
To a make a motion to table/remove	To remove/close a topic, debate, resolution	No	Majority Vote
Motion to cancel the previous motion	Cancel previous motion before voting	No	Delegate
Motion to open the speaker's list	Open the speaker's list. Delegates may be added by raising their placards when the chair asks or by sending a note to the chair afterwards. The speaker's list remains open until it's closed by a motion	No	Majority Vote
Motion to close the speaker's list	Close the speakers list so that no more delegates may be added. May be reopened.	No	Majority Vote
I yield my time to the delegate of...	Gives remaining time to another delegate so he/she may speak	No	Speaker
I yield my time to points of information	Gives remaining time to additional questions	No	Speaker
I yield my time to the chair	Gives remaining time to the chair	No	Speaker

PACMUN 2012 OFFICIAL DOs and DON'Ts

INTRODUCTION

Hello delegates, this is just a short list of do's and do not's to facilitate debating. Please take the time to read through these procedures in order to understand the debating format that we will be using here. If you have any questions, feel free to ask the chairs or advisors.

DEBATE PROCEDURES

Dos

- During General Assembly, each delegation will have person, serving as ambassador, who is responsible for representing of the rest of the delegation members. During the General Assembly, all clause and resolutions that a delegation member wishes to sign must double check with their ambassador. However every delegation member has the right to address the General Assembly. Generally speaking, the ambassador is a more experienced delegate.
- The following motions are allowed; motion to divide the house/to move directly into voting procedures/time against/time for/open debate/closed debate/table clause/to strike clause and to extend points of information by one. However the chairs can deny any motions.
 - A motion to divide the house means delegates have to revote but with no abstentions.
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 - A motion to move into open debate means moving into a period where there may be speakers either for or against. Also amendments may be entertained.

- A motion to move into closed debate means moving into a period where there is a set time either for or against. Amendments are not accepted in this time.
- A motion to table a clause means to skip the clause momentarily.
- A motion to strike a clause means to remove a clause.
- Delegates can object to any motion.
- Once a delegate has finished talking, he may yield the floor to the chairs, yield the floor to points of information, or yield the floor to another delegate. They can only choose one. But if a delegate has answered points of information, they must yield the floor to the chairs with no exceptions.
 - When a delegate opens themselves up to points of information, they are basically allowing other delegates to ask them questions.
 - When a delegate is done speaking he can yield the floor to another delegate which means that a second speaker that is supporting the first speaker is given the opportunity to speak without raising their placard. Permission to yield your time to another delegate must be passed through the chair.
 - When a delegate is done speaking they can yield the floor to the chair so the debate may continue.
- Delegates may specify a number of points of information they are open to, but the chairs may change that number due to time constraints or other reasons.
 - Delegates must speak in a formal and respectful manner.
- If another delegate says something that you feel is offensive, all apologies should be written as a note, and sent to the delegate.
- If you want to incorporate peacekeeping troops into your clause, you must include in your clause “Requests the Security Council to provide peacekeeping troops...”

- The only time you may interrupt a speaker is when you have a point of personal privilege due to audibility (you can not hear the speaker).
- Voting is allowed to every delegate except a delegate that isn't recognized by the UN, such as NGO's (Non-Governmental Organizations)/Observers (Nagorno-Karabakh, Palestine). Chair's have the right to suspend voting rights if a delegate is misbehaving.
- Note passing will be allowed for uses strictly related to the debate and will not be used for socializing. Chairs have the right to take away note passing privileges if they feel that delegates are abusing the privilege.
- NGO's/Observers have every right that other delegations have except for voting.
- While debating, delegates may go against another nation if it is their country's view, however, delegates may not make personal attacks or offensive remarks.
- Delegates should address their chairs and fellow delegates with respect.

DON'Ts

- There will be no points of replies to points of information, unless indicated by the chair.
- If the floor has been yielded by another delegate to you, you must yield the floor without entertaining points of information.
- Delegates should not use personal pronouns i.e. the first person, or inappropriate language while in session. For example:
 - Do not use “I, You, Me, Myself, Etc.”
- The chairs have every right to suspend speaking, voting and note passing rights, and they may remove a delegate from the room as well.
- The chairs will not entertain amendments to the second degree.
 - An amendment to the second degree is when someone amends an amendment.
- Only delegates of the Security Council can use the word “demands” in their clauses.

Speaking Tips

What makes a speech, a good speech?

- Speak in a loud and clear voice
- Look at your audience instead of your notes
- Do not insult other delegates (declaration of war)
- Do not use personal pronouns
- Avoid hesitation and fiddling with paper, pen, etc.
- Always have something prepared before going up to speak